

Retention and Classification Report

Agency: Weber County (Utah). County Clerk (1300)

Weber Center
2380 Washington Blvd. #320
Ogden, UT 84401
399-8481

Records Officer

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AGENCY: Weber County (Utah). County Clerk

SERIES: 5090

1

TITLE: Business firm's affidavits index

DATES:

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Weber County (Utah). County Clerk

SERIES: 80213

3

TITLE: Chronic disease hospital bids file

DATES: 1959-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

this file contains proposed bids for interior improvements to the Weber County Chronic Disease Hospital. The file contains name of the company making the bid, date, related correspondence, proposal form, the actual proposal, description of bid, bid bond and proposal bond. It is not known whether this was accepted by the county commission.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative

This files contain outdated and obsolete information. It no longer has any administrative value and should be destroyed.

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 21014

1

TITLE: Claim register

DATES:

ARRANGEMENT: Numerical by claim number.

ANNUAL ACCUMULATION:

DESCRIPTION:

This volume lists claims. It includes claim number, claimant name, nature of claim, when filed, amount of claim, fund, when allowed, amount allowed, and warrant number.

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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Paper: Retain in Office until administrative need ends and then transfer to State Archives.

APPRAISAL:

Historical

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

AGENCY: Weber County (Utah). County Clerk

SERIES: 21014

TITLE: Claim register

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 5293

3

TITLE: Continental Supply Company's records

DATES: 1906-1912

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

These records include correspondence, legal records, ledger, bills, accounts and inventory of stock.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in State Records Center until appraised and then transfer to State History.

AGENCY: Weber County (Utah). County Clerk

SERIES: 80215

3

TITLE: Election canvasses

DATES: 1940-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are large charts recording the number of votes candidates received in the general election by election district. They contain the year, date, office, name of candidate, district number, vote tallies by district and grand totals.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1988

FORMAT MANAGEMENT:

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Paper: Retain in Office for 5 years and then transfer to State Archives.

APPRAISAL:

Administrative Historical

These records had administrative value in determining winners in local elections. That purpose has since passed, but they retain their historical value. These canvasses are important in documenting political life in Weber County particularly numbers of votes received by candidates.

AGENCY: Weber County (Utah). County Clerk

SERIES: 80215

TITLE: Election canvasses

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 5268

3

TITLE: Election certificates

DATES: 1855-1892; 1922-1930

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Weber County (Utah). County Clerk

SERIES: 17531

4

TITLE: Incorporation fee books

DATES: 1871-1961

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These books record the collection of fees by the county clerk. They are used to compile reports for the county commission and the court administrator's office. These fees are usually court and marriage license fees, but through the years county clerks have been required to collect other fees. The books contain the date, name of the person making payment, purpose of payment, receipt number, amount and totals. The county clerk shall "keep a fee book as provided by law" (UCA 17-20-4 (1995)).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 20.

AUTHORIZED: 03/18/1996

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years after completion of book and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 84260

4

TITLE: Marriage license applications

DATES: i 1888-

ARRANGEMENT: Numerical by application number.

ANNUAL ACCUMULATION:

DESCRIPTION:

The county clerk registers each couple through an application process to prove their identity and record other information which permits the couple to receive their license to be legally married. The information includes: application number; names and addresses of couple; color or race; marital status; places and dates of birth; occupation of applicants; names, birthplaces, and nationalities of fathers; maiden names, birthplaces, and nationalities of mothers; statements that applicants are free from venereal disease or chronic epilepsy; maiden name of female (if previously married); signatures of applicants; consent of parent or guardian if either applicant is a minor; signatures of witnesses and county clerk; and date application was filed.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 24.

AUTHORIZED: 08/19/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently.

Paper: Retain in Office permanently.

AGENCY: Weber County (Utah). County Clerk

SERIES: 84260

TITLE: Marriage license applications

(continued)

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Historical

Disposition based on the value of these records in documenting the marriages that take place in Weber County.

PRIMARY CLASSIFICATION:

Exempt UCA 26-2-22 (2008) Information on the application (v. license) is private.

AGENCY: Weber County (Utah). County Clerk

SERIES: 6118

4

TITLE: Marriage licenses

DATES: i 1887-

ARRANGEMENT: Numerical by license number.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains copies of the marriage licenses granted in Weber County. The information includes names, addresses, and ages of bride and groom; date and number of license; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 25.

AUTHORIZED: 04/04/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1888 and continuing to the present. Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Weber County (Utah). County Clerk

SERIES: 6118

TITLE: Marriage licenses

(continued)

APPRAISAL:

Historical

Disposition based on the value of these records in documenting the marriages of the citizens of Utah.

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 80214

3

TITLE: Nominations and nomination petitions lists

DATES: 1936-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These lists record nominations of individuals for elected offices within Weber County and signed petitions for these offices. These lists contain the name, office, lists of signatures, date, amount of fees, payments made, lists of nominations and offices.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

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Paper: Retain in Office for 5 years and then transfer to State Archives.

APPRAISAL:

Administrative Historical
these petitions and lists have historical value documenting politics in Weber County. They provide name of persons having filed for office in Weber County and names of individuals signing their petitions.

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 80219

3

TITLE: Notary public card file

DATES: 1950-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

this card file records the names of notaries public residing in Weber County. These cards contain the name of notary, date issued and date expired.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after expiration of the notary bond and then destroy.

APPRAISAL:

Administrative

this retention is based upon the administrative needs expressed by the clerk's office. It is understood that they have never had to refer to this file.

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 80216

3

TITLE: Oaths of office and official bonds

DATES: 1950-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files document the actual oaths taken by all elected officials in Weber County and their fidelity bonds. They contain the year, position, name, office, amount of bond, date oath taken, name and of person taking oath.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04/28/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 years after expiration of term and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

These oaths and bonds have both administrative and historical value. They document the oaths taken by Weber County Officials. This disposition is based on both the evidential and informational value of these records. They are important research tools. These oaths may be used to document the organization of the agency/office and to identify individual persons serving in elected and appointed positions.

AGENCY: Weber County (Utah). County Clerk

SERIES: 80216

TITLE: Oaths of office and official bonds

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 6744

3

TITLE: Official general election results canvass

DATES: 1974-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the official canvass of primary, general, or special elections which provide a tabulation of votes cast by combined election districts. They include the date, office, names of candidates, votes tallied by district, and totals.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 41.

AUTHORIZED: 07/11/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Weber County (Utah). County Clerk

SERIES: 6744

TITLE: Official general election results canvass

(continued)

APPRAISAL:

Historical

Disposition based on the value of these records in documenting voter turnout and election results in Weber County.

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 6731

3

TITLE: Official primary election results canvass

DATES: 1976-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are the official canvass of primary, general, or special elections which provide a tabulation of votes cast by combined election districts. They include the date, office, names of candidates, votes tallied by district, and totals.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 41.

AUTHORIZED: 07/11/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 20 years and then transfer to State Records Center. Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Weber County (Utah). County Clerk

SERIES: 6731

TITLE: Official primary election results canvass

(continued)

APPRAISAL:

Historical

Disposition based on the value of these records in documenting voting results in Weber County.

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 12554

4

TITLE: Water districts water allotments

DATES: 1968-

ARRANGEMENT: Chronological, thereunder numerical by section, township, and range numbers

**ANNUAL ACCUMULATION:
DESCRIPTION:**

Books submitted annually by water districts within Weber County to the county clerk in accordance with UCA 17A-2-711 (1993) showing all revision made to the previous year's water allotments. Include: conservation district name; section, township and range; tract number; owner's name; tract legal description; board of director's original allotment including the acreage in district under canal and allotted water, duty acre fee per acre and total acre feet required; the revised allotment including acreage for allotted water under canal, duty per acre feet; totals, and any comments.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 4 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the office. The official copy is retained by the special district.

AGENCY: Weber County (Utah). County Clerk

SERIES: 12554

TITLE: Water districts water allotments

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 12516

4

TITLE: Weber River System water claim tabulations

DATES: [ca. 1908]

ARRANGEMENT: Alphabetical by county, thereunder numerical by claim number

TOTAL VOLUME: 4.00 cubic feet.

DESCRIPTION:

Undated books of water claims on the Weber River, with handwritten notations on the inside covers indicating they are court copies, (may have served as evidence in a major water rights case concerning the Weber River). Divided by county: Books 1-3 Weber County, Book 1-Summit County, and unnumbered separate volumes for Morgan and Davis counties. They include claim number, claimant's name and address, nature of uses, cubic feet per second water flow and source, location of water diverted, diverting works, date work began. Also contains information on the channel as originally constructed, date original channel completed, date, place, manner and changes in which water first used, number of acres first irrigated and in subsequent years, currently irrigated land and location, soil character, crops first and subsequently raised.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This disposition is based on the historical value of these records in documenting water rights in northern Utah.

AGENCY: Weber County (Utah). County Clerk

SERIES: 12516

TITLE: Weber River System water claim tabulations

(continued)

PRIMARY CLASSIFICATION:

Public